



Fleet Administration

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# Fleet Asset Management System (FAMS)

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## Asset Excel Submission Instructions

August 18, 2014

Version 1.4

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## **1. Introduction**

This document serves as a data dictionary for the FAMS Asset Excel File. Its purpose is to provide guidance for preparing agency asset data for submission to the Fleet Asset Management System (FAMS). FAMS is a project sponsored by the State of California Department of General Services (DGS). The purpose of FAMS is to provide a method for analyzing and reporting upon assets owned, and commercially leased, by California state agencies. The information collected is used to support information requests from the state legislature and to prepare reports for the federal government.

FAMS collects information about agency assets including usage and fuel consumption data. Three types of asset data will be collected for FAMS:

### **1.1. Asset Characteristics**

On a monthly basis, agencies will submit the required information about each asset in their fleet. This information permits the State of California to perform analysis on the types of assets agencies may use within the state fleet. One of two methods to provide this data:

#### **1.1.1. FAMS Asset Excel File**

This document details the use of this submission method.

#### **1.1.2. FAMS Web Portal (<https://famsportal.dgs.ca.gov>)**

### **1.2. Monthly Usage**

On a monthly basis, agencies will submit the usage data for each asset in their fleet. One of two methods may be used by each agency to provide this data:

#### **1.2.1. FAMS Monthly Agency Vehicle Usage Report**

This document details the use of this submission method.

#### **1.2.2. FAMS Web Portal (<https://famsportal.dgs.ca.gov>)**

### **1.3. Fuel Consumption Transactions**

On a monthly basis, agencies will submit the required fuel consumption data. This data will permit analysis of fuel economy, CO2 emissions and other issues that are important to the state. Fuel consumption data will be collected from two sources.

#### **1.3.1. Voyager Fleet Systems**

On a regularly scheduled basis, Voyager Fleet Systems will provide FAMS with a data file containing all purchases made by state agencies using the Voyager Fleet Credit Cards.

#### **1.3.2. State Agency Fueling Stations**

State agencies that operate fueling stations will provide a monthly data file. This file will provide information about the fuel and services that are provided by each fueling station.

## 2. Instructions For Use

### 2.1. Frequency

Asset usage data should be submitted on a monthly basis. The submission period will be open until the 15<sup>th</sup> of each month. The usage data submitted should be for the previous month only. . After the 15<sup>th</sup>, all data submitted will be tabulated for the previous month.

### 2.2. File Name

- FAMS\_<AgencyKey>\_<MonthEnding>.xls

<AgencyKey>	Abbreviation for the reporting state agency (See Appendix A of this document).  This should be the same as the code used for the attribute listed in 4.2 Agency Key
<MonthEnding>	Represents the month ending period that is being reported upon. This is formatted as CCYYMM where CCYY represents the four digit year and MM is the two digit month value.  This should be the same as the code used for the Agency Key attribute listed in 4.1 Month Ending.

- *Example* – FAMS\_DGS\_200801.xls

### 2.3. Data Corrections

#### 2.3.1. Prior Month Data

All other asset attribute corrections for data submitted in previous periods can be corrected in current month's data file. Note: The first data submittal should contain all currently owned assets for the reporting agency. Following month's data submissions may include new acquisitions, changes to the asset attributes, or dispositions. For example, DGS submitted all of its asset records in the first month. *For the following months, DGS uploads data for assets that were newly purchased, disposed of, and asset attribute data that was submitted incorrectly in the previous month.* Agencies may find it easier to submit all asset data every month. It is left to the discretion of the agency to determine the best method of submitting asset data.

#### 2.3.2. Current Month Data

Current month data is to be submitted to the FAMS Portal site no later than the 15<sup>th</sup> of each month. For example, June data should be uploaded to the FAMS Portal no later than July 15<sup>th</sup>. Corrections to the most recent periods can be made by submitting a replacement Excel data file.

### 3. Submission Instructions

#### 3.1. How To Send Excel File To FAMS

The Excel files must be submitted to FAMS through the FAMS Portal website located at <https://famsportal.dgs.ca.gov/>. You must have a user account to login to the FAMS Portal website. Please contact the DGS Office of Fleet and Asset Management to request an account. Please refer to the FAMS Portal user guide for specific instructions on how to upload the Excel file.

### 4. Data Element Definitions

Please provide complete and accurate information. All data elements are important to ensure the validity of the reports provided to the state legislature and the federal government.

- Certain fields are required. Whether a field is required depends in some part on the category of vehicle which is designated by the element “Vehicle Category” (Ground, Water and Aircraft) or by the type of vehicle which is designated by the element “Vehicle Type” (FUL, PUM, GNP, NSP, etc.). Please refer to each element’s definition below for details.
- For *non-required* elements, please use a blank cell or enter “N/A”. Entering a zero in a numeric field will be interpreted by the system as an affirmative entry of zero.

#### 4.1. Month Ending

Description	Month Ending date. This is the “as-of” date for asset characteristics provided in file.
Required?	<b>Required</b>
Format	date (MM/CCYY)
Valid Values	Example - 12/2008, 01/2009

#### 4.2. Agency Key

Description	Code used to identify state agency to which asset belongs.
Required?	<b>Required</b>
Format	alphanumeric (10)
Valid Values	See Appendix A – Agency Key

#### 4.3. Mobile Equipment #

Description	Unique alphanumeric code assigned and used by state agency to identify an asset. Code assigned by state agency must continue to be used for life of asset.
Required?	<b>Required for all assets.</b>
Format	alphanumeric (25)
Valid Values	<i>Assigned by agency</i>

#### 4.4. Vehicle Category

Description	Major classification of asset.
Required?	<b>Required for all assets.</b>
Format	alphanumeric (15)
Valid Values	Ground, Water, Aircraft

#### 4.5. Model Year

Description	Model year of asset.
Required?	<b>Ground Equipment – Required for Model Years 1979 or earlier. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>
Format	Numeric (CCYY)
Valid Values	<i>Example: 1999, 2000, 2001</i>

#### 4.6. VIN

The Fleet Asset Management System (FAMS) is capable of deriving many details of Ground Equipment from the Vehicle Identification Number (VIN). For agency assets where the Vehicle Category is “Ground Equipment” and the Model Year is 1980 or later, it is not necessary to provide information for data elements marked with “**\*Provided By VIN**”.

Please note that for assets meeting the criteria specified above:

- Entering data for data elements marked with “**\*Provided By VIN**” is permitted and may be used to provide additional details for the reporting agency’s data entry staff.
- Entering data for data elements marked with “**\*Provided By VIN**” will not raise any errors during the upload process.
- Entering data for data elements marked with “**\*Provided By VIN**” will not be used by the upload process. If a reporting agency has concerns regarding the data reflected in Fleet Asset Management System (FAMS), please contact DGS for assistance.

Description	Vehicle Identification Number assigned by asset manufacturer.
Required?	<b>Required for all assets.</b>
Format	alphanumeric (17)  <b>Note:</b> Must be 17 characters in length for all ground assets, with the exception of vehicle types NSP, GNP, CONS, FARM and RLM.
Valid Values	<i>As assigned by asset manufacturer.</i>

#### 4.7. Make

##### **\*Provided By VIN**

Description	Asset manufacturer abbreviation.
Required?	<b>Ground Equipment – Required for Model Years 1979 or earlier. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>

Format	alphanumeric (10)
Valid Values	See Appendix B – Make/Model

#### 4.8. Model

***\*Provided By VIN***

Description	Asset model abbreviation.
Required?	<b>Ground Equipment – Required for Model Years 1979 or earlier. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>
Format	alphanumeric (10)
Valid Values	See Appendix B – Make/Model

#### 4.9. Primary License Plate State

Description	State, province abbreviation of primary license plate.
Required?	<b>Ground Equipment – Required, with the exception of vehicle types RLM, GNP, CONS and FARM.</b> Water Equipment – Not Required Aircraft – Not Required
Format	alphanumeric (2)
Valid Values	CA = California

#### 4.10. Primary (E-plate) License Plate Number

Description	Primary license plate number associated with asset.
Required?	<b>Ground Equipment – Required, with the exception of vehicle types RLM, GNP, CONS and FARM.</b> Water Equipment – Not Required Aircraft – Not Required
Format	alphanumeric (15)
Valid Values	<i>Assigned by state issuing license plate.</i>

#### 4.11. Vehicle Location Zip Code

Description	United States 5 digit Zip Code of asset’s location.
Required?	<b>Required for all assets.</b>
Format	Numeric
Valid Values	<i>Example - 90001</i>

#### 4.12. Agency Billing Code

Description	Billing Code associated with asset for reporting agency.
Required?	<b>Required for all assets.</b>
Format	Alphanumeric(6)
Valid Values	Example - 031030

#### 4.13. Color Major

Description	Primary color of asset.
Required?	Not required for any asset.
Format	Alphanumeric(15)
Valid Values	See Appendix C – Color

#### 4.14. Vehicle Type

***\*Provided By VIN***

Description	Broad category type of asset.
Required?	<b>Ground Equipment – Required for Model Years 1979 or earlier. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>
Format	Alphanumeric(15)
Valid Values	See Appendix D – Vehicle Type

#### 4.15. GVWR Range

***\*Provided By VIN***

Description	Number (1-8) that signifies manufacturer's range of the assets' GVW Rating.
Required?	<b>Ground Equipment – Required for Model Years 1979 or earlier. VIN decoded for Model Years 1980 or later.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Alphanumeric(1)
Valid Values	1 = 6,000 and less 2 = 6,001 - 10,000 3 = 10,001 - 14,000 4 = 14,001 - 16,000 5 = 16,001 - 19,500 6 = 19,501 - 26,000 7 = 26,001 - 33,000 8 = 33,001 and greater

#### 4.16. GVWR Actual

Description	Manufacturer Actual GVW Rating for ground assets that are in GVWR Range 2 (6,001-10,000 lbs.).
Required?	<b>Ground Equipment – Required for assets having a GVWR Range of 2, with the exception of vehicle types NSP, GNP, CONS, FARM or RLM.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Numeric (#####)
Valid Values	Examples – 6000, 7500, 8325, 9550  <b>Note:</b> Value must be greater than 6000 and less than or equal to 10000.

#### 4.17. Payload Rating

***\*Provided By VIN***

Description	For Trucks only. The actual tonnage payload capacity of a vehicle based on manufacturer’s specifications.
Required?	Ground Equipment – Not Required. VIN decoded for equipment 1980 and later. Water Equipment – Not Required Aircraft – Not Required
Format	Numeric (##.##)
Valid Values	0.25, 0.50, 0.75, 1.00, 1.50, 1.75, 2.00, 2.50, 3.00, 3.50, 4.00, 4.50, 5.00, 6.00, 7.00, 8.00, 9.00, 10.00  Note: A value of 10.00 indicates “10 tons and over”

#### 4.18. Base Shipping Weight

***\*Provided By VIN***

Description	Shipping weight for the shortest wheelbase of the model.
Required?	Ground Equipment – Not Required. VIN decoded for equipment 1980 and later. Water Equipment – Not Required Aircraft – Not Required
Format	Numeric (#####)
Valid Values	Examples - (1234, 6500, 3200)

#### 4.19. Wheel Type

***\*Provided By VIN***

Description	Ground Equipment driving wheels. For example- 2 Wheel Drive, 4 Wheel Drive, All-Wheel Drive
Required?	<b>Ground Equipment – Required for all, with the exception of vehicle types RLM, GNP, CONS, FARM or NSP. VIN decoded for Model Years 1980 or later.</b> Water Equipment – Not Required Aircraft – Not Required
Format	alphanumeric (5)
Valid Values	FWD = Front Wheel Drive RWD = Rear Wheel Drive 4WD = 4 Wheel Drive AWD = All Wheel Drive

#### 4.20. Tire Size

***\*Provided By VIN***

Description	Size of Tires used on asset
Required?	Ground Equipment – Not Required. VIN decoded for equipment 1980 and later. Water Equipment – Not Required Aircraft – Not Required
Format	alphanumeric (15)
Valid Values	(No predefined format.)

#### 4.21. Fuel Type

***\*Provided By VIN***

Description	Fuel used by asset.
Required?	<b>Ground Equipment – Required for assets with Model Year 1979 or earlier, with the exception of vehicle type NSP. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>
Format	Alphanumeric (3)
Valid Values	See Appendix E – Fuel

#### 4.22. Engine Configuration

***\*Provided By VIN***

Description	Engine Type of fleet asset with respect to broad fuel category it can use.
Required?	<b>Ground Equipment – Required for assets with Model Year 1979 or earlier, with the exception of vehicle type NSP. VIN decoded for Model Years 1980 or later.</b> <b>Water Equipment – Required, regardless of Model Year.</b> <b>Aircraft – Required, regardless of Model Year.</b>
Format	Alphanumeric (3)
Valid Values	See Appendix F – Engine Configuration

#### 4.23. Emissions Type

Description	Pollutant emissions rating for this asset.
Required?	Not required for any asset.
Format	Alphanumeric (10)
Valid Values	<p>LEV = Low Emission Vehicle, an intermediate California standard about twice as stringent as Tier 1.</p> <p>LEVII = Low-Emission Vehicle, the least stringent of the new, Phase II LEV standards. Equivalent to a Tier 2 bin 5 vehicle. NOx emissions are one-quarter the level of a LEV I-certified vehicle.</p> <p>ULEV = Ultra Low Emission Vehicle, a stronger California standard emphasizing very low HC emissions.</p> <p>ULEVII = Ultra-Low-Emission Vehicle, a cleaner than average vehicle certified under the Phase II LEV standard. Hydrocarbon and carbon monoxide emissions levels are nearly 50% lower than those of a LEV II-certified vehicle.</p> <p>SULEV = Super-Ultra-Low-Emission Vehicle, a California standard even tighter than ULEV, including much lower NOx emissions. Roughly equivalent to a Tier 2 bin 2 vehicle.</p> <p>PZEV = Partial Zero-Emission Vehicle, compliant with the SULEV standard; additionally has near-zero evaporative emissions and a 15-year/150,000-mile warranty on its emission control equipment.</p> <p>ATPZEV = To be rated as an Advanced Technology Partial Zero Emission Vehicle (AT-PZEV), an Ground Equipment must meet all the criterion for a PZEV rating. In addition, it must also make use of additional "ZEV-enabling clean" technology such as alternative fuel, electric drive, or other advanced technology system</p>

	ZEV = Zero Emission Vehicle, a California standard prohibiting any tailpipe emissions.
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#### 4.24. Primary Application

Description	Primary use for asset
Required?	<b>Required for all assets.</b>
Format	Alphanumeric (4)
Valid Values	See Appendix G

#### 4.25. Secondary Application

Description	Secondary use for asset
Required?	Not required for any asset.
Format	Alphanumeric (4)
Valid Values	See Appendix G

#### 4.26. Confidential Asset

Description	Indicates if asset is used in undercover operations.
Required?	<b>Required for all assets.</b>
Format	Alphanumeric (3)
Valid Values	Yes, No

#### 4.27. Delivery Date

Description	Date the asset was delivered to the agency.
Required?	<b>Required for all assets.</b>
Format	Date (MM/DD/CCYY)
Valid Values	<i>Example - 01/26/2008, 03/29/2007</i>

#### 4.28. Acquisition Vendor Id

Description	# corresponds to DGS vendor ID that sold, leased or rented asset to Agency.
Required?	Not required for any asset.
Format	Alphanumeric (15)
Valid Values	As assigned by State of California.

#### 4.29. Acquisition Contract Agreement Number

Description	Contract number of Department of General Services negotiated agreement through which asset was acquired.
Required?	Not required for any asset.
Format	Alphanumeric (15)
Valid Values	As assigned by DGS

#### 4.30. Purchase Order #

Description	Purchase Order # associated with an asset's purchase, lease or rental.
Required?	Not required for any asset.
Format	Alphanumeric(15)
Valid Values	<i>(No predefined format.)</i>

#### 4.31. SUV Justification

Description	Justification for acquisition of SUVs
Required?	<b>Ground Equipment – Required for assets acquired in 2008 or later and which have a vehicle type of SUVLD, SUVMD or SUVHD.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Alphanumeric(15)
Valid Values	Off-Road, Snow Condition, Cargo Capacity

#### 4.32. 4X4 Truck/Pickup Justification

Description	Justification for acquisition of 4X4 Trucks and Pickups
Required?	<b>Ground Equipment – Required for assets acquired in 2008 or later, which have a vehicle type of PUL, PUM, TLD or TMD and a wheel type of 4WD.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Alphanumeric(15)
Valid Values	Off-Road, Snow Condition, Cargo Capacity

#### 4.33. Acquisition Method

Description	Financing method in which asset was acquired.
Required?	<b>Required for all assets.</b>
Format	Alphanumeric(15)
Valid Values	Purchase, Lease, Rent, Donated, Transfer

#### 4.34. Acquisition Reason

Description	Indicates if this was a new addition to the fleet or a replacement of an existing asset.
Required?	<b>Required for all assets that were acquired in 2008 or later.</b>
Format	Alphanumeric(10)
Valid Values	Add, Replace

#### 4.35. Purchase Price

Description	Amount paid for purchased asset.
Required?	<b>Required for all assets that were <u>purchased</u> in 2008 or later.</b>
Format	Numeric (#####)
Valid Values	<i>Example – 36000</i>

#### 4.36. Annual Lease/Rental Rate

Description	Annual rate of leased/rented asset.
Required?	<b>Required for all assets that were <u>leased or rented</u> in 2008 or later.</b>
Format	Numeric (#####)
Valid Values	<i>Example – 6000, 2500</i>

#### 4.37. Acquisition Mileage

Description	Number of miles on asset at time asset was acquired.
Required?	<b>Ground Equipment – Required for assets acquired in 2008 or later, with the exception of vehicle types NSP, GNP, CONS, FARM or RLM.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Numeric (integer)
Valid Values	<i>Example – 12000, 3600</i>

#### 4.38. Warranty Provider

Description	Provider from which warranty was purchased.
Required?	Not required for any asset.
Format	Alphanumeric(30)
Valid Values	<i>(No predefined format.)</i>

#### 4.39. Warranty Expiration Date

Description	Date warranty expires.
Required?	Not required for any asset.
Format	Date (MM/DD/CCYY)
Valid Values	<i>Example - 01/26/2008, 03/29/2007</i>

#### 4.40. Warranty Expiration Miles

Description	Odometer reading (number of miles) of asset resulting in warranty expiration.
Required?	Not required for any asset.
Format	Numeric (integer)
Valid Values	<i>Example –36000, 100000</i>

#### 4.41. Extended Warranty Provider

Description	Provider from which extended warranty was purchased.
Required?	Not required for any asset.
Format	Alphanumeric(30)
Valid Values	<i>(No predefined format.)</i>

#### 4.42. Extended Warranty Expiration Date

Description	Date extended warranty expires.
Required?	Not required for any asset.
Format	Date (MM/DD/CCYY)
Valid Values	<i>Example - 01/26/2008, 03/29/2007</i>

#### 4.43. Extended Warranty Expiration Miles

Description	Odometer reading (number of miles) of asset resulting in extended warranty expiration.
Required?	Not required for any asset.
Format	Numeric (integer)
Valid Values	<i>Example – 36000, 100000</i>

#### 4.44. Disposition Date

Description	The date asset actually left the facility.
Required?	<b>Required for any <u>disposed</u> asset that has left facility.</b>
Format	Date (MM/DD/CCYY)
Valid Values	<i>Example - 01/26/2008, 03/29/2007</i>

#### 4.45. Transferred To

Description	Name of entity to which asset was transferred or sold to.
Required?	Not required for any asset.
Format	Alphanumeric(30)
Valid Values	<i>(No predefined format.)</i>

#### 4.46. Disposition Method

Description	How the asset was disposed.
Required?	<b>Required for any <u>disposed</u> asset that has left facility.</b>
Format	Alphanumeric(10)
Valid Values	Sold, Scrapped, Returned, Transfer, Other

#### 4.47. Disposition Reason

Description	Reason asset was removed from service.
Required?	Not required for any asset.
Format	Alphanumeric(20)
Valid Values	Trade-in, Sale, Junk, Lost, Stolen, Destroyed, To be Salvaged, Property Reutilization  Note - "Sale" includes junk sale, "Junk" indicates asset is valueless.

#### 4.48. Disposition Mileage

Description	Odometer reading of asset at date of disposition.
Required?	<b>Ground Equipment – Required for any <u>disposed</u> asset that has left facility, with the exception of vehicle types NSP, GNP, CONS, FARM or RLM.</b> Water Equipment – Not Required Aircraft – Not Required
Format	Numeric (integer)
Valid Values	<i>Example – 12000, 55000</i>

#### 4.49. Disposition Sold Amount

Description	Actual amount received when asset was sold.
Required?	Not required for any asset.
Format	Numeric (###,###)
Valid Values	<i>Example – 6000, 2500</i>

## 5. Appendix A – Agency Key

Agency Key	Agency Name
AFAMMU	African American Museum, California
AGING	Aging, Department of
ALCBEV	Alcoholic Beverage Control, Department of
ALCDRG	Alcohol and Drug Programs, Department Of
ALRB	Agricultural Labor Relations Board
ARB	Air Resources Board
BOAT	Boating and Waterways, California Department of
BOE	Board of Equalization
CAL EXPO	California Exposition
CALEMA	Emergency Management Agency, California
CALTRANS	Transportation, Department of
CATA	California Technology Agency
CCC	California Conservation Corps
CDCR	Corrections & Rehabilitation
CHP	California Highway Patrol
CNTRLR	State Controller
COAST	California Coastal Commission
CONSER	Conservation, Department of
CPOST	Commission on Peace Officer Standards and Training
CSU	California State University
CSUB	CSU, Bakersfield
CSUCHICO	CSU, Chico
CSUCI	CSU, Channel Island
CSUCO	CSU, Chancellor's Office
CSUDH	CSU, Dominguez Hills
CSUEB	CSU, East Bay
CSUF	CSU, Fullerton
CSUFRESNO	CSU, Fresno
CSUH	CSU, Humboldt
CSULA	CSU, Los Angeles
CSULB	CSU, Long Beach
CSUM	CSU, Maritime Academy
CSUMB	CSU, Monterey Bay
CSUN	CSU, Northridge
CSUPLY	Cal Poly, Pomona
CSUS	CSU, Sacramento
CSUSB	CSU, San Bernardino
CSUSD	CSU, San Diego
CSUSF	CSU, San Francisco
CSUSJ	CSU, San Jose
CSUSLO	Cal Poly San Luis Obispo
CSUSM	CSU, San Marcos
CSUSON	CSU, Sonoma
CSUSTAN	CSU, Stanislaus
DAA	District Agricultural Association

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DAA-01A	01A DAA Grand National - San Francisco
DAA-02	02nd DAA San Joaquin - Stockton
DAA-03	03rd DAA Silver Dollar Fair - Chico
DAA-04	04th DAA Sonoma-Marín - Petaluma
DAA-07	07th DAA Monterey - Monterey
DAA-09	09th DAA Redwood Acres - Eureka
DAA-10	10th DAA Siskiyou Golden - Yreka
DAA-10A	10A DAA Tulelake-Butte Valley Fair - Tulelake
DAA-12	12th DAA Redwood Empire - Ukiah
DAA-13	13th DAA Yuba-Sutter - Yuba City
DAA-14	14th DAA Santa Cruz - Watsonville
DAA-15	15th DAA Kern - Bakersfield
DAA-16	16th DAA Calif. Mid-State - Paso Robles
DAA-17	17th DAA Nevada - Grass Valley
DAA-18	18th DAA Eastern Sierra Tri-County - Bishop
DAA-19	19th DAA Santa Barbara - Santa Barbara
DAA-20	20th DAA Gold Country Fair - Auburn
DAA-21	21st DAA Big Fresno - Fresno
DAA-21A	21-A DAA Madera District - Madera
DAA-22	22nd DAA San Diego - Del Mar
DAA-23	23rd DAA Contra Costa - Antioch
DAA-24	24th DAA Tulare - Tulare
DAA-24A	24A DAA Kings - Hanford
DAA-25	25th DAA Napa Town & Country - Napa
DAA-26	26th DAA Amador - Plymouth
DAA-27	27th DAA Shasta - Anderson
DAA-28	28th DAA San Bernardino - Victorville
DAA-29	29th DAA Mother Lode - Sonora
DAA-30	30th DAA Tehama - Red Bluff
DAA-31	31st DAA Ventura - Ventura
DAA-32	32nd DAA Orange - Costa Mesa
DAA-33	33rd DAA San Benito - Hollister
DAA-34	34th DAA Modoc - Cedarville
DAA-35	35th DAA Merced - Merced
DAA-35A	35A DAA Mariposa - Mariposa
DAA-36	36th DAA Dixon - Dixon
DAA-37	37th DAA Santa Barbara - Santa Maria
DAA-38	38th DAA Stanislaus - Turlock
DAA-39	39th DAA Calaveras - Angels Camp
DAA-40	40th DAA Yolo County
DAA-41	41st DAA Del Norte - Crescent City
DAA-42	42nd DAA Glenn - Orland
DAA-44	44th DAA Colusa - Colusa
DAA-45	45th DAA Calif. Mid-Winter - Imperial
DAA-46	46th DAA Southern Calif. - Lake Perris
DAA-48	48th DAA Walnut
DAA-49	49th DAA Lake - Lakeport
DAA-50	50th DAA Antelope Valley - Lancaster
DAA-51	51st DAA San Fernando Valley - Van Nuys

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DAA-52	52nd DAA Sacramento - Sacramento
DAA-53	53rd DAA Desert Empire - Ridgecrest
DAA-54	54th DAA Colorado River - Blythe
DCA	Consumer Affairs, Department of
DCSS	Child Support Services, Department of
DDS	Developmental Services, Department of
DGS	General Services, Department of
DMHC	Managed Care, Department of
DMV	Motor Vehicles, Department of
DOF	Finance, Department of
DOJ	Justice, Department of
DPH	Public Health, Department of
DSS	Social Services, California Department of
DTS	Technology Services, Department of
EDD	Employment Development Department
EDUC	Education, California Department Of
EMSA	Emergency Medical Svcs Auth, Governor's Office of
EXPOPM	Exposition Park Management, Office of
FAIRS	Divisions of Fairs and Expositions
FISHGM	Fish and Game, Department of
FOOD & AG	Food and Agriculture, Department of
FOREST	Forestry and Fire Protection, Department of
FTB	Franchise Tax Board
GAMCON	California Gambling Control Commission
GOVOFC	Governor's Office
HCD	Housing & Community Development
HTHSVC	Health Care Services, Department of
INDREL	Industrial Relations, Department of
INSPEC	Inspector General, Office of
INSUR	Insurance, Department of
LIBRAR	California State Library
LNDSCM	State Lands Commission, CA
LOTTERY	California State Lottery
MENTAL	State Hospitals, Department of
MLTRY	State Military Department
MUSSCI	California Science Center
PARKS	Parks and Recreation, Department of
PERS	California Public Employees' Retirement System
PESTRE	Pesticide Regulations, Department of
PIA	Prison Industry Authority
PUC	California Public Utilities Commission
RECYCLE	Resources Recycle & Recovery, Department of
REHAB	Rehabilitation, Department of
RESAGY	California Resources Agency
RIVERS	SG and Lower LA Rivers and Mountains Conservancy
SMMC	Conservancy, Santa Monica Mountains
SNVCNV	Sierra Nevada Conservancy
SOS	Secretary of State
SRC	State Records Center

STRS	State Teachers Retirement Systems
TAHCNV	Tahoe Conservancy, California
TOXSUB	Toxic Substances Control Board
TREAS	State Treasurer
VETRAN	Veterans Affairs, CA Department of
WATER	Water Resources, Department of
WRCB	Water Resources Control Board, State

## 6. Appendix B – Make/Model

Vehicle Category	Make	Model
Ground Equipment	BLUE BIRD	SCHOOL/TRANSIT BUS
Ground Equipment	BUICK	CENTURY CUSTOM
Ground Equipment	BUICK	LACROSSE CX
Ground Equipment	BUICK	LESABRE LIMITED
Ground Equipment	BUICK	PARK AVENUE
Ground Equipment	BUICK	PARK AVENUE ULTRA
Ground Equipment	BUICK	REGAL GS
Ground Equipment	BUICK	REGAL LS
Ground Equipment	CADILLAC	CTS
Ground Equipment	CADILLAC	SEVILLE STS
Ground Equipment	CADILLAC	STS
Ground Equipment	CHEVROLET	ASTRO VAN
Ground Equipment	CHEVROLET	BLAZER
Ground Equipment	CHEVROLET	C1500 SILVERADO
Ground Equipment	CHEVROLET	C1500 TAHOE
Ground Equipment	CHEVROLET	C2500 SILVERADO
Ground Equipment	CHEVROLET	C2500HD SILVERADO
Ground Equipment	CHEVROLET	C3500 SILVERADO
Ground Equipment	CHEVROLET	CAMARO
Ground Equipment	CHEVROLET	CAMARO Z28

## 7. Appendix C – Color

<b>Color</b>
ALUMINUM
BEIGE
BLACK
BLUE
BRONZE
BROWN
COPPER
CREAM
GOLD
GRAY
GREEN
ORANGE
PURPLE
RED
RUST

<b>Color</b>
SILVER
TAN
WHITE
YELLOW

## 8. Appendix D – Vehicle Type

<b>Vehicle Type Key</b>	<b>Vehicle Type Description</b>	<b>Examples</b>
AFCEV	Automobiles - Alt Fuel Cell Hybrid	
AHEV	Automobiles - Alt Fuel Hybrid	
APHEV	Automobiles - Alt Fuel Plugin Hybrid	
CFCEV	Automobiles - Con Fuel Cell Hybrid	
COM	Automobiles - Auto-Compact	
DPHEV	Automobiles - Dual Fuel Plugin Hybrid	
FUL	Automobiles - Auto-Fullsize	
MID	Automobiles - Auto-Midsize	
PHEV	Automobiles - Plugin Hybrid	
SUB	Automobiles - Auto-Subcompact	
BIN	Buses - Bus-Intercity	
BSC	Buses - Bus-School	
BST	Buses - Bus-Transit (<27'6")	
BLT	Buses - Bus-Transit (>27'6")	
BTR	Buses - Bus-Trolley Bus	
NEV	Other Vehicles - Low Speed Vehicle (NEV)	
MTC	Other Vehicles - Motorcycle	
PUL	Pickup Trucks - Pickup-LD	
PUM	Pickup Trucks - Pickup-MD	
SUVLD	Other Trucks (not Pickups) - SUV-LD	
SUVMD	Other Trucks (not Pickups) - SUV-MD (For the EIA 886 Report this category links to TMD below)	
SUVHD	Other Trucks (not Pickups) - SUV-HD (For the EIA 886 Report this category links to THD below)	
THD	Other Trucks (not Pickups) - Truck-HD	
TLD	Other Trucks (not Pickups) - Truck-LD	
TMD	Other Trucks (not Pickups) - Truck-MD	
VMN	Vans - Van-LD-Minivan	
VLD	Vans - Van-LD-Other	
VMD	Vans - Van-MD	
RLM	Riding Lawnmower over 20 horsepower	
GNP	General Purpose	aircraft, watercraft, golf carts, forklifts, ATVs
CONS	Construction Equipment	dozers, backhoes, loaders, graders
FARM	Farm Equipment	tractors
NSP	Non-Self Propelled	trailers

## 9. Appendix E – Fuel Type

Fuel Type Key	Description
BIO	Biodiesel (B100)
CNG	Compressed Natural Gas
EVC	Electricity (battery powered)
E85	85% Ethanol
DSL	Diesel
GAS	Gasoline
HYD	Hydrogen
LNG	Liquid Natural Gas
M85	85% Methanol
LPG	LPG/Propane
PSF	P-Series
OTH	Other

## 10. Appendix F – Engine Configuration

Engine Configuration Key	Description
HI	Hybrid Internal Combustion/Battery
DE	Dedicated
BI	Bi-Fuel
PH	Plugin Hybrid
RF	Fuel Cell w/ Reformer/Battery
FC	Fuel Cell w/o Reformer/Battery

## 11. Appendix G – Primary/Secondary Application

Application Key	Application Group	Application Description
ADMN	Cargo Transport and Business Services	Administrative
AIRG	Cargo Transport and Business Services	Airport ground support and maintenance
DELE	Cargo Transport and Business Services	Delivery of energy products (e.g., propane, LNG)
DELM	Cargo Transport and Business Services	Delivery of mail and packages
EMD	Cargo Transport and Business Services	Emergency/medical
LAW	Cargo Transport and Business Services	Law enforcement
MAIN	Cargo Transport and Business Services	Maintenance of public facilities
MIX	Cargo Transport and Business Services	Mixed use
OTH	Cargo Transport and Business Services	Other (please specify)
DELO	Cargo Transport and Business Services	Other delivery fleets
OTHM	Cargo Transport and Business Services	Other maintenance (including fleet maintenance)
TRAD	Cargo Transport and Business Services	Tradesman

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<b>Application Key</b>	<b>Application Group</b>	<b>Application Description</b>
UTIL	Cargo Transport and Business Services	Utility
WMGT	Cargo Transport and Business Services	Waste management
AIRS	Passenger Transportation	Airport shuttles (including hotel/rental car shuttles)
RENT	Passenger Transportation	Daily or short-term rental
TAXI	Passenger Transportation	For-hire (i.e., taxi/ limousine)
INTR	Passenger Transportation	Interstate/intercity bus transportation
OTHS	Passenger Transportation	Other shuttle service
PARA	Passenger Transportation	Paratransit (a.k.a. demand response)
PERS	Passenger Transportation	Personal transportation
STUD	Passenger Transportation	Student Transportation
TRAN	Passenger Transportation	Transit